



**Solicitation Information**

**Date September 19, 2012**

**RFP # 7458082**

**TITLE: Architectural and Engineering for Replacement of HVAC systems for Barry Hall and Simpson Hall.**

**Submission Deadline: October 18, 2012 @ 11 am (EST)**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [rfp.questions@purchasing.ri.gov](mailto:rfp.questions@purchasing.ri.gov) no later than October 10 @ 12 pm (Eastern Time). Please reference the RFP # **7458082** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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**Thomas Bovis, Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVIP  
Generated Bidder Certification Form attached may result in  
disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:**

The Rhode Island Department of Administration/Division of Purchases, is soliciting proposals for Architectural and Engineering services from qualified respondents, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described in Section 2 herein.

Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.

The State also reserves the right to award this project based on pricing alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.

**Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.**

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume full responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the respondent's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal and qualifications provided.

An original Proposal plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

**Respondents are advised that approved reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.04.**

**Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.**

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind TAB 1 of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind TAB 1 of each copy of the Proposal.

To acquire a Rhode Island registration(s) and Certificate of Authorization the Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
One Capitol Hill (3<sup>rd</sup> Floor)  
Providence, RI 02908-5860  
Tel: 401-222-2565  
Fax: 401-222-5744  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this request for Letters of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website at <http://www.mbe.ri.gov>

Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at [rfp.questions@purchasing.ri.gov](mailto:rfp.questions@purchasing.ri.gov) no later than the date & time indicated on page 1 of this solicitation. Please reference RFP # **7458082 Architectural and Engineering for Replacement of HVAC systems for Barry Hall and Simpson Hall** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the Rhode Island Division of Purchases website at ([www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)). It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call (401) 222-3766.*

Proposals to provide the required services must be received by the Division of Purchases on or before **October 18, 2012 @ 11 am (EST)**. Responses (**a clearly marked original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "RFP NUMBER**7458082**to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 11:00 am. We recommend that you send your submission to arrive at least one day early)**

## **SECTION 2 – SCOPE OF WORK**

### **General:**

Provide architectural, engineering, and design services to create a series of reports and bid documents for the Rhode Island Department of Administration for the rejuvenation of the HVAC of Barry Hall and Simpson Hall.

### **Background:**

Barry and Simpson Halls are two buildings that were virtually identical when built around 1934 as dormitories for nurses. Each building has a basement and 3 stories, and an area of 46,476 square feet. The two buildings are now used for business offices.

### **Tasks Included in this Scope of Work:**

1. The HVAC system of each building is unique, and each building’s system delivers insufficient cooling, insufficient mechanical ventilation, and has poor controls for heating and for cooling. For this project design to correct building deficiencies of the HVAC systems of each building completing from a conceptual HVAC design study dated June 2011, and estimate the costs thereof. Provide bid and construction documents for these improvements.

### **Supplement to the Scope of Work**

The following requirements of the Division of Purchases are additive to the agency’s Scope of Work:

A. Payments to the Architect and/or Engineer

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed.

B. Reimbursable Expenses

Reimbursable expenses, when authorized in advance in writing by the State, will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed six percent (4%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, rental of special instrumentation, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred plus 4% markup.

C. Energy Efficiency

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any cost reductions possible from that company's rebate program for energy efficient design.

D. Mercury Reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

The successful respondent shall be solely responsible for meeting all terms and conditions specified in the Request for Proposals and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The respondent recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final work plan and schedule.

### **SECTION 3 - RESPONSE CONTENTS**

Respondents' submittals should be formatted as bound documents with 6 tabs, the contents of which are outlined below.

#### **TAB 1**

1. A completed, signed three page R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.)
2. A copy of the current Rhode Island Certificate of Authorization (RICOA) for the firm and copies of current Rhode Island registration(s) for professionals who would perform the work. (Firms that do not have a RICOA or RI professional registration must include a letter acknowledging the intent and requirement to expeditiously acquire said Certifications.)
3. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) by clicking on RIVIP, then General Information and then Standard Forms.

#### **TAB 2**

1. An Executive Summary that highlights the contents of the Technical Proposal and provides State evaluators with a broad understanding of the offeror's technical approach and ability.
2. A Table of Contents

#### **TAB 3**

##### **Staff Qualifications/Experience of the Respondent and project principals**

Describe the Respondent's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project team. Use Standard Form 330 (available on the Purchasing Website) for this purpose.

#### **TAB 4**

##### **Project Plan**

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan

description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

In this tab respondent should explain how he plans to address the State's Minority Business Enterprise (MBE) goal of 10% participation of MBE's in all state procurements.

#### TAB 5

##### References

Respondents should identify a minimum of three references, including all current contact information, who can attest to the firms past performance on projects of comparable size and scope to subject of this solicitation. References will be contacted by Members of the selection sub-committee will contact these references and request an evaluation of the firms performance. The States evaluation criteria for reference checks on this project are provided in section 4 below.

#### TAB 6

##### Cost Proposals

All respondents are expected to provide a lump sum cost proposals. The cost proposal shall include a narrative for the project that includes the respondent's cost and fee structure for this project and the cost methodology used for all expenses related to the project and to provide justification for each line item. Any items that may represent costs outside of industry standards should be explained.



## SECTION 4 - EVALUATION AND SELECTION CRITERIA

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Staff Qualifications	25 Points
Quality of Project Plan	30 Points
References	15 Points
Cost [ calculated as the lowest cost divided by this cost]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the sub-committee and answer questions. The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

### Evaluation Criteria

#### Staff Qualifications/Experience of Agency and Project Principals –25 Points

Evaluate the respondent's experience with projects of a similar size, scope and use?

To what extent do the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?

How well does the proposal relate the Project team's ability to incorporate program goals and criteria into their work?

Project Plan –30 Points

Did the respondent analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

Does the proposed program, study and reports appear sensitive to budget and time constraints?

How well does the plan address relevant problems and program issues?

To what extent does the plan identify both constraints and opportunities posed by this project?

Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

Does the plan address accomplishing the State's MBE goal.

References – Past Performance – 15 Points

Were three references provided for projects of a similar size, scope and use to the proposed project?

Did the respondent's final product provide a clear, comprehensive and useful analysis / design / documentation?

How well did the respondent identify problems and issues in a timely and complete manner?

How well were technical and budget issues balanced?

How well did the respondent research relevant technical and program issues?

Evaluate the respondent's investigative process and reports characterized by effective communication, clear graphic and verbal presentations?

Did the project come in on time and on cost?

Did the respondent contribute to overruns?

Were there an excessive number of change orders?

Cost – 30 Points

**END**